

AN ORDINANCE FIXING THE SALARIES OF EVERY APPOINTIVE  
OFFICER, EMPLOYEE, DEPUTY, ASSISTANT, DEPARTMENTAL  
AND INSTITUTIONAL HEAD OF THE CITY OF EVANSVILLE AND THE EVANSVILLE-  
VANDERBURGH COUNTY LEVEE AUTHORITY FOR THE YEAR 2016  
AND ESTABLISHING SALARY ADMINISTRATION PROCEDURES

---

WHEREAS, the Personnel Department of the City of Evansville has commissioned an analysis of the duties and responsibilities imposed upon certain employees of the City by statute and ordinance; and

WHEREAS, that analysis has enabled the Mayor of the City of Evansville to prepare a classification of the position of each employee of the City, which the Mayor has in fact done; and

WHEREAS, that analysis has enabled the Evansville-Vanderburgh County Levee Authority Board, herein called ("the Authority Board") to prepare a classification of the position of each employee of the Authority, which it has in fact done; and

WHEREAS, the classifications prepared by the Mayor and the Authority Board are based solely upon the analysis commissioned by the Personnel Department, resulting in a system of classification based solely on objective factors, without regard to personalities; and

WHEREAS, within each classification there is a schedule of salary ranges permitting a still greater degree of flexibility and objectivity in fixing salaries; and

WHEREAS, the Mayor of the City of Evansville has fixed the salary of each employee of the City of Evansville according to the classification described herein; and

WHEREAS, the Authority Board has fixed the salary of each employee of the Authority according to the classification described herein; and

WHEREAS, the result of the Mayor's fixing of salaries is a salary schedule which accurately and objectively reflects the duties and responsibilities of the employees of the City of Evansville, and which is fair and equitable to the employees based on the information available, and which provides an incentive for persons to seek employment with the City and to remain employed by the City once hired; and

WHEREAS, the result of the Authority Board's fixing of salaries is a salary schedule which accurately and objectively reflects the duties and responsibilities of the employees of the Authority, and which is fair and equitable to the employees based on the information available, and which provides an incentive for persons to seek employment with the Authority and to remain employed by the Authority once hired; and

WHEREAS, the funds for such salaries are to be provided from the City's budget for 2016 and other sources as may be specified by the Common Council of the City of Evansville; and

WHEREAS, the funds for salaries for each employee of the Evansville-Vanderburgh Levee Authority are to be provided from the Authority Board for 2016 and other sources as may be specified by the Authority Board.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of Evansville, Indiana, and the Authority Board as follows:

**FILED**

**SEP 09 2015**

*Anna Widner*  
CITY CLERK

Section I: Amendment of Section 2.165.200 of the Municipal Code

Section 2.165.200 of the Municipal Code is hereby amended to read as follows:

- A. **PAYMENT OF EMPLOYEES.** From and after the first day of January 2016, the appointive officers, employees, deputies, assistants, departmental and institutional heads of the City of Evansville shall be paid according to the schedule of salary grades set out in this ordinance, subject to budgetary provisions, in the City Salary Administration Plan and limited to the amounts set forth and adopted by the City Council. Rates set for bargaining units through negotiated agreements shall have the applicable rates specified within the agreement and shall fall within the ranges specified in this ordinance. No salaries of public officers shall be paid in advance pursuant to IC 5-7-3-1. The City of Evansville will comply with Federal Wage-Hour guidelines for all nonexempt employees.
- B. **PART-TIME EMPLOYEES.** Rates for Part-time positions range from the minimum hourly wage established by the United States Congress to an amount determined by the Salary Administration Committee from time to time. Part-time rate variations are a function of the job assignment. Some positions require unique certifications, and some specialized skills require higher compensation. Full-time employees who perform services on an overtime basis for other departments are paid from part-time budgets at their normal overtime rates and are not classified as part-time employees. All part-time salaries are subject to funding availability in the departmental part-time accounts.
- C. **SALARY ADMINISTRATION PLAN.** Effective January 1, 2016, the following procedure, which constitutes the Salary Administration Plan of the City of Evansville, shall be in full force and effect
  - (1) The following shall constitute the membership of the Salary Administration Committee:
    - (a) The City Controller.
    - (b) The Executive Director of Administrative Services.
    - (c) The Chairman of the City Council Finance Committee.
    - (d) The Mayor of the City of Evansville.
    - (e) The City Council President.
    - (f) An elected Minority Party member of the City Council.
  - (2) The Personnel Department has established a classification of the position of each employee of the City, which classification is based upon factors of responsibilities, skills, education, complexities of duties, and similar factors.
  - (3) The Finance Committee will set the total dollar appropriation by department during budget hearings and shall base its determination upon approved staffing requirements of each department. Consideration shall be given to the total percentage granted for cost of living, any general increase, new employees, and reductions anticipated in the staff.

- (4) The Salary Administration Committee shall meet and make recommendations for the salaries to be paid to each employee of the City for the coming year. The salaries established by the Common Council, once fixed, shall not be increased for the fiscal year beyond the levels set in this section. Salaries fixed by this section at the maximum amount may be reduced in accordance with the provisions of IC 36-4-7-3. Salaries authorized by the Mayor shall be within the fixed limitations of total appropriated funds for salaries as provided in subsection (C)(3) of this section.
- (5) In no event shall salaries exceed the fixed maximum established by this section for the pay grade and classification of the job and in no event exceed the 2016 budget as adopted and amended by the Common Council.
- (6) The Salary Administration Committee shall be charged with the general responsibility for reviewing adjustment of inequities in order to make recommendations to the Common Council for budgetary purposes.

D. GRADES, CLASSIFICATIONS, AND SCHEDULE OF SALARY RANGE. Classifications, grades and schedule of salary ranges shall be established for positions held by City Employees (Ranges are set for base pay only and do not reflect any payment of required overtime, bonuses, shift differentials, or other premiums. All rates are annualized and based on 2080 hours per year. Nothing in this Ordinance shall be construed as guaranteeing any payment to any individual. Actual wages are based on time worked). All wages are paid weekly or bi-weekly as governed by any applicable contract or at the direction of the governing board, if there is no written contract. All classifications, grades, and salary ranges shall be reflected as follows:

- a. For non-union employees, board members, and part-time positions, in the budget book.
- b. For unionized employees, in the respective collective bargaining agreement.

Section II: Effective Date

This ordinance shall be in full force and effect January 1, 2016 through December 31, 2016, and after its passage by the Common Council and signing by the Mayor, notice to and hearing of, all as such may be required by law.

**ORDINANCE NO. G-2015-24**

**INTRODUCED BY: O'DANIEL  
COMMITTEE: FINANCE**

**PASSED** BY THE COMMON COUNCIL OF THE CITY OF EVANSVILLE, INDIANA ON THE \_\_\_\_ DAY  
OF \_\_\_\_\_, 2015, ON SAID DAY SIGNED BY THE PRESIDENT OF THE COMMON  
COUNCIL AND ATTESTED BY THE CITY CLERK.

\_\_\_\_\_  
**PRESIDENT, COMMON COUNCIL**

ATTEST:

\_\_\_\_\_  
PRESENTED BY ME, THE UNDERSIGNED CITY CLERK OF THE CITY OF EVANSVILLE, INDIANA,  
TO THE MAYOR OF SAID CITY, THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2015, AT \_\_\_\_\_  
O'CLOCK \_\_\_\_ M., FOR HIS CONSIDERATION AND ACTION THEREON.

\_\_\_\_\_  
**CITY CLERK OF THE CITY OF EVANSVILLE, INDIANA**

HAVING EXAMINED THE FOREGOING ORDINANCE, I DO NOW, AS MAYOR OF THE CITY OF  
EVANSVILLE, INDIANA, APPROVE SAID ORDINANCE AND RETURN THE SAME TO THE CITY  
CLERK THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2015, AT \_\_\_\_\_ O'CLOCK \_\_\_\_ M.

\_\_\_\_\_  
**MAYOR OF THE CITY OF EVANSVILLE, INDIANA**